

“COURIER”

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)



Enquiry no. : PE-LPE/169 dtd. 12/06/2014

Due Date : 03/07/2014 by 02:00 PM

Intimation of Open Tender Enquiry

Subject : PPC paper A3 size (300 reams, any of the brands : Brand- Century Copier, JK RED, Andhra, JK SPARKLE, BLITZ as per price format).

Dear Madam/ Sir,

Quotations are Invited in two parts in sealed cover with Enquiry no., Enquiry date, Quotation due date & Time, Name/ Address of the Organisation whom submitting the offer legibly super- scribed on it, for the above-mentioned item so as to reach the undersigned before 02:00 P.M. on or before the above mentioned due date.

Delivery : Delivery period for both of the lot is 2 weeks (i.e. 15 days). For first Lot, PO will be treated as the intimation for the supply of first Lot. Second lot will be require in the first week of October-2014, the **delivery** period of 15 days will be given to the supplier which will counts from the date of issue of Intimation.

Payment Terms : 100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor.

LD : As per clause no 16 of enclosed Annexure-1 (Terms & Conditions) at the rate of 0.5% per week of delay or part thereof shall be levied on the value of item delayed limited to 10% (excluding taxes) of the total contract value

Bid submission : Inviting offers in 2 parts (Part 1 : unpriced offer along with commercial terms acceptance, Part 2 : Price bid as per price format).

Validity of Rates : After awarding the work the rates should be firm till the completion of work.

PQR : As per attached Annexure-3.


All other terms & conditions shall be as per attached Annexures – 1, 2, & 3.

Remarks:

- 1) Evaluation shall be done on total amount inclusive VAT as given in price format (Annexure-2).
- 2) Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the **following address:**

Tender Room,
M/s Bharat Heavy Electricals Ltd.,
Project Engineering Management,
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)
Phone no. 0120-4213591

Thanking You,


Yours faithfully,
For and on behalf of BHEL
V S Kuntia/ Sr. Engineer/MM
BHEL PEM, Noida

Please reply to:
BHEL-PEM -Power Sector
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Phone: 0120-4213562, 4368891
Fax : 0120-4329055

Regd. Office:

BHEL House,
Siri Fort,
New Delhi-110049

TERMS AND CONDITIONS

1. BID SUBMISSION

Bids shall be submitted latest by 2 PM on or before the due date in two parts as follows:

PART-1: TECHNO-COMMERCIAL BID (IN DUPLICATE)

This part shall contain the following:

- a) Technical offer/details
- b) Commercial terms and conditions
- c) Unpriced copy of the price bid with all amounts/figures/ percentages wherever quoted in the price bid being replaced with the word 'Quoted' or 'Q'.

This part shall be submitted in duplicate in two separate Sealed Covers with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and 'part-1 : techno-commercial bid'.

Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.

PART -2: PRICE BID

This part shall contain Prices only and should not contain any technical details and/or Commercial Terms & Conditions. Any technical details and/or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in PART-I only as indicated above.

This part shall be submitted in a separate Sealed Cover with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and 'part -2: price bid'.

2. BID OPENING

PART- I (Techno-Commercial Bids) will be opened at 3 PM on the due date in the presence of bidders who may like to be present. Date and time of opening of Part - II (Price Bids) shall be communicated separately.

GENERAL

3. Prices shall be net F.O.R. destination inclusive of freight, handling and packing charges, transit insurance etc. and remain valid for 3 months from the due date.
4. Taxes and duties payable should be indicated separately, otherwise it will be presumed that the goods quoted are inclusive of all taxes, duty, octroi etc., if any and BHEL in such cases shall not pay any tax, duty, octroi etc.
5. No revision of prices shall be entertained after bids have been opened.
6. Prices shall remain firm without any variation till completion of contract.
7. Manufacturer's name, trade Mark or Patent No., if any, should be specified.
8. Illustrative leaflets giving technical details of items offered should be enclosed, wherever necessary.

- 9 BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever.
10. Late tenders will be rejected.
11. ~~BHEL reserves the right to split the order for individual item(s) with different bidders and also increase/decrease the quantities.~~
12. Product with I.S.I certification marks will be preferred.
13. **PACKING AND MARKING** : Vendor shall arrange for sound packing and marking the goods to avoid any loss or damage during transit.
14. **PAYMENT** : 100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor.
15. **SUBMISSION OF INVOICE** : All Invoices along with specified documents shall be submitted in triplicate, to HR Deptt. Of BHEL/PEM, BHEL, PPEI, NOIDA-201301.
16. **LIQUIDATED DAMAGES**: It is clearly understood among the parties to the contract that time is the essence of the contract. Therefore, the delivery of the item specified in the Order should be made within the stipulated delivery period. Where item is done after the stipulated period, the Purchaser shall be under no obligation to accept the item. However, if accepted, Liquidated Damages at the rate of 0.5% per week of delay or part thereof shall be levied on the value of item delayed limited to 10% (excluding taxes) of the total contract value, without prejudice to any other relief or compensation due to the Purchaser under any other condition of the Purchase Order.
17. **PRICE DISCREPENCY**:
 - (a) If, in the price structure quoted for the required goods/ services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price., in which case the total price as quoted shall govern and the unit price corrected accordingly.
 - (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in the words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
 - (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
 - (e) Taxes and duties if not specified clearly as extra shall be considered as include in the basis price and, therefore, shall not be reimbursed.

18. SECURITY DEPOSIT:

- ~~1. 10% of order value without taxes & duties (in the form of Bank Guarantee or DD, otherwise amount shall be withheld from supply bill). EMD of the successful bidders shall be kept as security deposit till the completion of Work Order.~~
- ~~2. The Security deposit shall not carry any interest and shall be refundable after successful completion of Work Order~~
- ~~3. SD shall be liable to be forfeited in case of non-fulfilment of contractual liabilities.~~

19. EARNEST MONEY DEPOSIT :

~~—— Bidders are required to remit Earnest Money Deposit of Rs. 10,000.00 in the form of DD / Pay Order payable in favour of “M/s BHEL” on any scheduled bank, Noida. No interest shall be payable by BHEL on EMD amount. The EMD shall be forfeited in case of:~~

~~a) —— After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.~~

~~b) —— The tenderer does not commence the work within the period as per LOI/Contract. In case the LOI/contract is silent in this regard within 15 days after award of contract.~~

20. **RISK PURCHASE** : Purchaser will have the option to terminate the contract and purchase from elsewhere at the risk and cost of the Vendor, either the whole or part of the goods which the Vendor has failed to deliver or despatch within the stipulated delivery period or if the same were not available, the best and the nearest available substitute thereof. The Vendor would be liable to compensate the Purchaser for any loss which the Purchaser may sustain by reason of such risk purchase, in addition to Liquidated Damages at the rate mentioned above.

21. STATUTORY VARIATION :

- i) If the rates for taxes and duties in respect of the quoted materials and/ or services assumed by the Seller/ Contractor are less than the tariff prevailing at the time of tendering, Seller/ Contractor will be responsible for such under quotations. However, if the rates assumed are higher than the correct rates prevailing at the time of tendering, the difference will be to the credit of the Purchaser.
- ii) Statutory Variations in Service Tax only on self-manufactured items/ services rendered by vendor himself on the rates prevailing at the time of delivery/ completion in comparison to the date of offer, will be to the account of the Purchaser. No other variations such as on customs duty, exchange rate, minimum wages, prices of controlled commodities, any other input etc. shall be payable by the Purchaser.
- iii) Notwithstanding the above, where the actual completion of the supply occurs beyond the period stipulated in the Order/ Contract or any extension thereof, variations referred to above, will be limited to the rates prevailing on the dates of such agreed completion periods only. For variations after the agreed completion periods, the Seller/ Contractor alone shall bear the impact for the upward revisions and for downward revisions; purchaser shall be given the benefit of reduction in taxes/duties. This will be without prejudice to the levy of penalty for delay in delivery/completion schedule.
- iv) Any new tax structure (like Goods & Services Tax) as and when implemented by the Government shall become applicable in addition to or in lieu of existing tax structure.

22. REVERSE AUCTION :-

~~BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation.~~

NOTE :

It is presumed that the bidder has accepted all the instructions, Terms and conditions and Technical Specifications covered in this Tender Enquiry, unless the deviations are specifically indicated in the bid on a separate sheet.

PRICE FORMAT (PPC paper A3 size)							
S.NO	Description of Material	Brand quoted	Quantity	Unit Rate(Rs.)	Total Amount(Qty x Unit rate) (Rs.)	VAT(%)	Total Amount Inclusive VAT(Rs.)
1	PPC PAPER A3 Photocopy paper, 75GSM, Mill Packed, As per specification IS 14490:1997, Brand- <u>Century Copier, JK</u> <u>RED, Andhra, JK</u> <u>SPARKLE, BLITZ</u> Size (420x297mm trimmed), 500 sheets per ream packed in a packet		300 Ream				

Note:

1. Delivery period for both lots will be 15 days after placing PO/ intimation.
2. Material shall be delivered at BHEL, PEM, Plot no. 25, Sec-16A, Noida.
3. Prices quoted shall include Freight & handling charges etc.
4. Any manipulation/ deviation from the price format will be liable to be rejection.
5. Vendor to quote for any one of the mentioned brands.
6. In case prices are quoted for more than one required brand, only one brand with lowest price shall be considered.

(Signature and seal of the bidder)

PPC paper A3 size.

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dtd. 12/06/2014

Pre qualifying requirements (PQR)

- 1) ITR of last two years to be submitted.
- 2) Single order of Rs. 1.00 lakh or more executed in last two years for Govt. offices/ PSU.
- 3) Register with sales tax registration certificate copy to be provided.
- 4) Copy of PAN card.

Note : These documents are not required from BHEL-PEM registered vendors.